

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)**CIA Committees****FROM:****EXTENSION****NO.**

Director of Personnel

DATE
MAR 21 1985**TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**1. **DA Planning Officer**ATTN:

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MAR 21 1985

MEMORANDUM FOR: DA Planning Officer

FROM: Robert W. Magee
Director of Personnel

SUBJECT: CIA Committees

REFERENCE: Note to D/OP from DA Planning Officer, Same Subject

1. At your request, we have reviewed the November 1983 list of Office of Personnel (OP) Committees to determine whether any new Committees have been added. Attached is an updated list of current OP Committees.

2. Also at your request, we reviewed this updated listing to determine whether any major changes in management, substantive focus on responsibilities, or membership have occurred, and whether any of the Committees could or should be merged or disbanded.

A. Recruitment Advertising Committee. While the members of this Committee have an important input to advertising decisions, no formal meetings are being held. Therefore, we plan to immediately abolish this Committee leaving the current coordinating responsibilities intact.

B. Honor and Merit Awards Board/Suggestion and Achievement Awards Committee/Intelligence Community Awards Review Panel. There is a possibility that these three Committees could be merged into a unified entity. We are exploring this possibility and will advise you as soon as a determination has been made.

We do not believe that any other Committees could be disbanded without their functions being assumed by some other entity or vested in some new body. Please keep in mind that the boards of the Voluntary Investment Plan, Employee Activity Association, Educational Aid Fund, Government Employees Health Association, and Public Service Aid Society cannot be eliminated unless the underlying organizations themselves are eliminated. We doubt that this is contemplated.

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3. It should be noted that a Centralized Travel Policy Working Group Committee was formed in September 1984 but was disbanded in December 1984 after its members had developed recommendations for the DDA on centralized travel activities within the Agency.

4. We will advise you as soon as a determination has been made on the Committees cited in paragraph 2B. If you have any questions, please contact
[redacted] EO/OP, [redacted] or me.

[redacted]
for Robert W. Magee

Att

19 March 1985

Office of Personnel

Personnel Management Advisory Board (PMAB) - The DDCI approved the establishment of the Personnel Management Advisory Board in December 1979. The Board consists of senior representatives from each of the Career Services whose responsibilities are to discuss proposed solutions to personnel management problems of Agency concern and to act as an advisory body to the Director of Personnel, Executive Committee, and the DDCI in the development of personnel management policy. Its goal is to bring about more uniformity and better coordination to personnel management within the Agency.

Applicant Review Panel (ARP) - This Panel is responsible for advising the Director of Personnel as to the acceptability of applicants for employment with the Agency.

Overseas Candidate Review Panel (OGRP) - This Panel evaluates the suitability of an Agency employee for overseas assignment and makes an appropriate recommendation on the case to the Director of Personnel.

Personnel Evaluation Board (PEB) - This Board is responsible for evaluating suitability problems relating to current Agency employees and recommends appropriate corrective action to resolve the problem.

CIA Retirement Board - Assists and advises the Director of Personnel in the administration of the Central Intelligence Agency Retirement and Disability System. Authority: CIA Act of 1964.

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Allowance Policy Committee - Established to review and develop allowances and allowance policy for all Agency personnel.

Travel Policy Committee - Reviews and develops travel policies for all Agency personnel.

Voluntary Investment Plan Board - Selects investment media and continuously appraises performance of the Income and Growth Funds. Authority: VIP Charter.

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Employee Activity Association Board of Trustees - Establishes general policy and takes appropriate action as necessary to effectively operate an employee recreational program consistent with operational and security requirements of the CIA. Authority: Virginia Corporate By Laws.

Educational Aid Fund Board of Trustees and Selection Committee - Establishes policy concerning educational assistance for dependents of Agency employees and retirees. Monitors Association funds and investments. Appoints a selection committee of Agency employees to determine those applicants for financial assistance who are to be given grants and loans. Authority: Articles of Association, 1963.

Government Employee Health Association - Establishes policy and is responsible for the proper administration and management of the affairs of the Association consistent with the operational and security requirements of the CIA. Authority: GEHA Charter.

Public Service Aid Society Board of Trustees - Governs the affairs of the Society to include establishing policy for loan eligibility, monitoring of funds and these investments, and appointing an Executive Committee from their number to make decisions regarding individual requests for financial assistance. Authority: District of Columbia By Laws.

Honor and Merit Awards Board - Develops standards and criteria governing honor, merit and service awards. Reviews award nominations and makes recommendations to the approving authorities.

Suggestion and Achievement Awards Committee - Develops standards and criteria for suggestion, special achievement, and exceptional accomplishment awards. Reviews award nominations and makes recommendations to approving authorities.

Intelligence Community Awards Review Panel - Reviews Intelligence Community awards and makes recommendations to the NFIB and NFIC principals for final review.

Recruitment Advertising Committee - Reviews all proposed recruitment advertising to ensure that it meets Federal Personnel Manual guidelines, and it discloses nothing classified and correctly portrays the image of the Agency.

Financial Disclosure Review Panel - Formerly under Office of Finance aegis, was transferred to the Office of Personnel effective 16 September 1984. Acts in an administrative capacity in behalf of the Deputy General Counsel in the review of SIS financial disclosure statements and resolving any conflict of interest problems. Authority: Public Law 95-521.

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